

Model Community Guidelines Manufacture/Warehouse

1. Practice waste reduction, reuse and recycling:
 - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
 - Practice double-sided photocopying
 - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
 - Purchase supplies in bulk where possible
 - Reuse/repair pallets
 - Reuse scrap paper (e.g. Make into note pads)
 - Recycle motor oil from company vehicles or request service operator to recycle motor oil
 - Reuse corrugated cardboard boxes whenever possible within operations
 - Request that supplier/manufacturers use as much recycled content material in packaging as possible
 - Request supplier/manufacturers to provide system to take back non-recyclable packaging
 - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
 - Recycle toner or cartridges for copy machine or printer
 - Minimize use and seek out alternatives to toxins (such as cleaners)
 - Shred office paper to use as packaging
2. Use products made from recycled content:
 - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
 - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
3. Promote waste reduction and recycling:
 - Offer reused pallets to residents and community composting projects
 - Offer cardboard boxes for reuse at community events such as fairs or parades
 - Offer unused scraps to nonprofit groups/sheltered workshops
 - Encourage employees to share magazines and newspaper subscriptions
 - Promote and support community recycling efforts with community boards or space to display swap items and community recycling projects